



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **ASSOCIATE INSURANCE EXAMINER**

**\$4,316 - \$5,247**

**FIELD EXAMINATION DIVISION**

**LOS ANGELES**

### **RESPONSIBILITIES:**

Under supervision, the incumbent will assist in the financial examinations (audits) of insurance companies to determine their financial status, solvency, and the legality and propriety of their operations; analyze insurers' financial statements and other documents to determine financial condition and propriety of reporting; and do other analytical work as required. When conducting financial examinations of insurers, the insurance examiner must travel to an insurer's location, which might be in-state or out-of-state.

### **DESIRABLE QUALIFICATIONS:**

- Possess accounting knowledge and experience, and ability to read and interpret financial statements.
- Have excellent verbal and written communication skills.
- Ability to work as a team member, be flexible and responsive to various tasks assigned.
- Willingness to travel and work away from the headquarters office including out-of-state travel.
- Experience in the use of computer application programs such as Microsoft Word, Excel, etc.

**WHO MAY APPLY:** Applications will be accepted from State employees at the Associate Insurance Examiner level, those within transfer range, or from candidates with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their surplus letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Anne Tong, Field Examination Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "FED - ASSOCIATE INSURANCE EXAMINER (413-351-4412-002)" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call Anne Tong at (916) 492-3317.

**FINAL FILING DATE:**     **October 13, 2005 or Until Filled**

**NOTE:** Interested individuals must submit their application by the final filing date in order to be considered for this position.

**BW 10/03/05**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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